



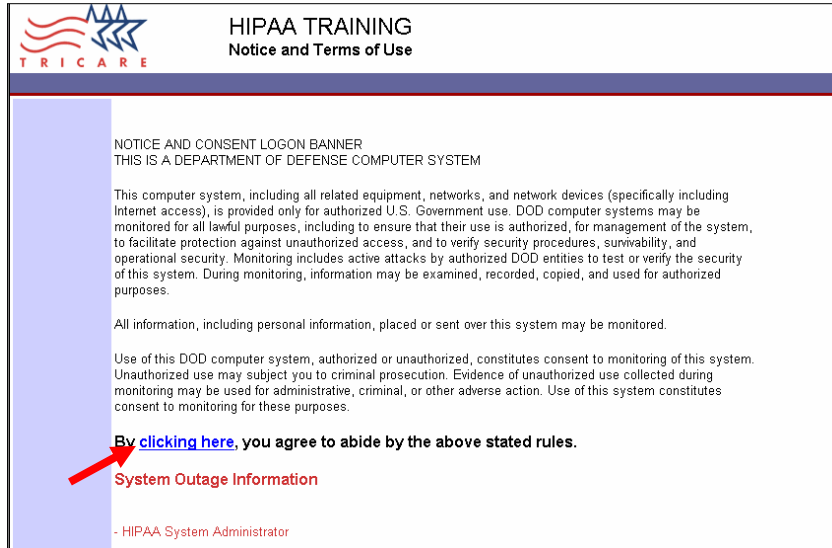
**TRICARE Management Activity**  
**Learning Management System (LMS)**

**Refresher Training Guide**  
**Version 1.0**

**January 2006**

## Refresher Training Guide

1. Access the LMS at: <https://hipaatraining.tricare.osd.mil>.
2. Read the Notice and Terms of Use.
3. Select the “clicking here” link to move to the login page.



**HIPAA TRAINING**  
Notice and Terms of Use

NOTICE AND CONSENT LOGON BANNER  
THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM

This computer system, including all related equipment, networks, and network devices (specifically including Internet access), is provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes.

All information, including personal information, placed or sent over this system may be monitored.

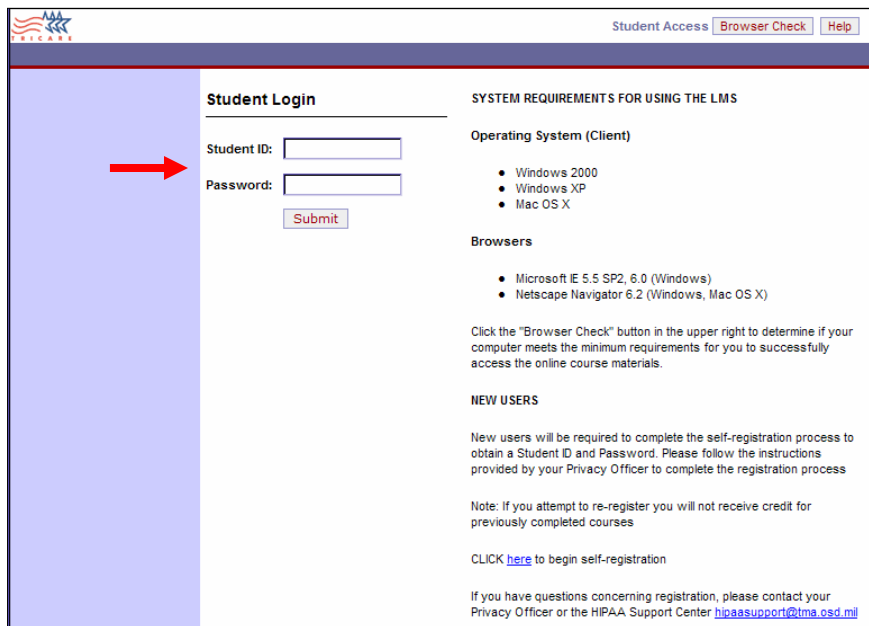
Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

By [clicking here](#), you agree to abide by the above stated rules.

[System Outage Information](#)

- HIPAA System Administrator

4. Login to the LMS by entering your Student ID and Password.



**Student Login**

Student ID:

Password:

**SYSTEM REQUIREMENTS FOR USING THE LMS**

**Operating System (Client)**

- Windows 2000
- Windows XP
- Mac OS X

**Browsers**

- Microsoft IE 5.5 SP2, 6.0 (Windows)
- Netscape Navigator 6.2 (Windows, Mac OS X)

Click the "Browser Check" button in the upper right to determine if your computer meets the minimum requirements for you to successfully access the online course materials.

**NEW USERS**

New users will be required to complete the self-registration process to obtain a Student ID and Password. Please follow the instructions provided by your Privacy Officer to complete the registration process

Note: If you attempt to re-register you will not receive credit for previously completed courses

CLICK [here](#) to begin self-registration

If you have questions concerning registration, please contact your Privacy Officer or the HIPAA Support Center [hipaasupport@tma.osd.mil](mailto:hipaasupport@tma.osd.mil)

## Refresher Training Guide

- Upon login, the Student Information page is displayed.

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)  
Logged in as: Dunlap, Amanda

**Student Information**

**Employment & Account Information**

\* Social Security Number:  -  -

Student ID: 89

First Name:

Last Name:

Middle Initial:

Job Position:

Domain:

Password:

Contact Information

Email Address:

Commercial Phone:

[Proceed to Development Plan](#) [Reset](#)

5. Input your SSN (required).
6. Update all personal information, as necessary.
7. Select the **Proceed to Development Plan** button.

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)  
Logged in as: Dunlap, Amanda

**Development Plan**

> View Development Plan

The Development Plan provides a list of all available components specific to your learning needs and your current enrollment. To view your current enrollment, select **Current Enrollment** from the **Filter** drop-down menu. To launch a course select the "**Launch**" hyperlink under **Status**. For additional details of a course, click on the **Component** hyperlink.

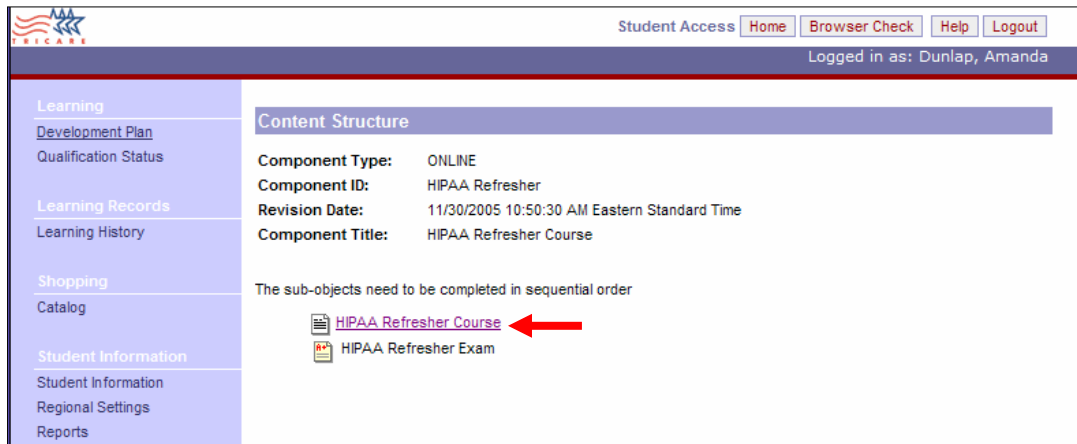
Filter:

Component Title	Req. Date	Req. Type Assigned By	Status
<a href="#">HIPAA Refresher Course</a>	12/29/2005		<a href="#">Launch</a>
ONLINE HIPAA Refresher (Rev 11/30/2005 10:50:30 AM Eastern Standard Time)			

8. Select the **Launch** link to access the HIPAA Refresher Course.

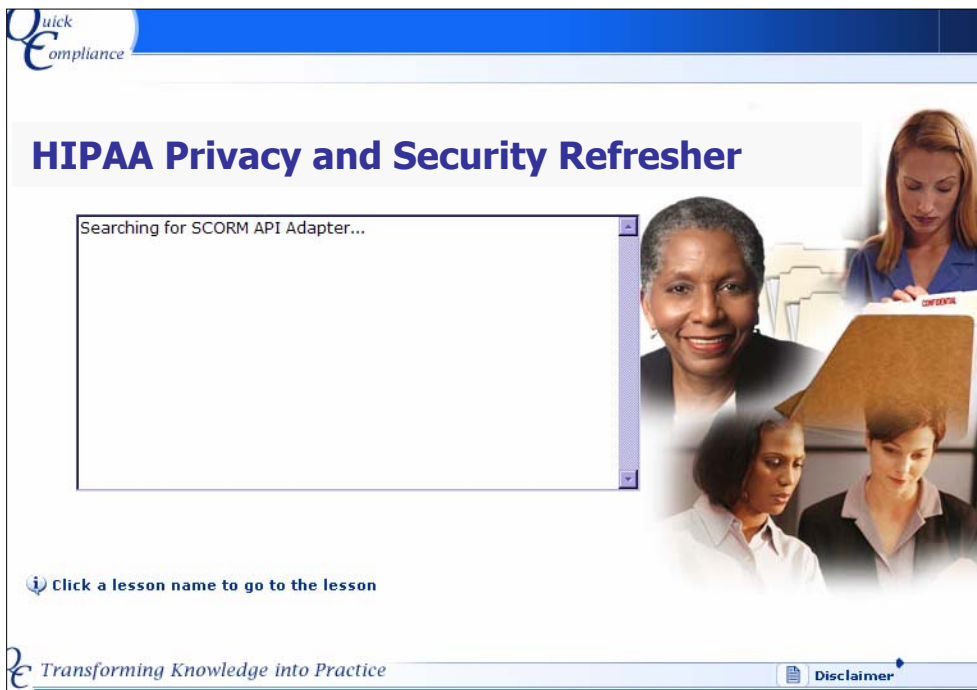
## Refresher Training Guide

9. Select the **HIPAA Refresher Course** link to begin the Refresher Training course.



**NOTE:** If your browser has a pop-up blocker, please disable it for the training, as all courses and exam are pop-ups.

- The SCORM API Adapter will load (This is not an error).



**NOTE:** If your browser gets stuck on “Searching for SCORM API Adapter, please confirm that the URL you are using for the training is:  
<https://hipaatraining.tricare.osd.mil> without the www.

## Refresher Training Guide

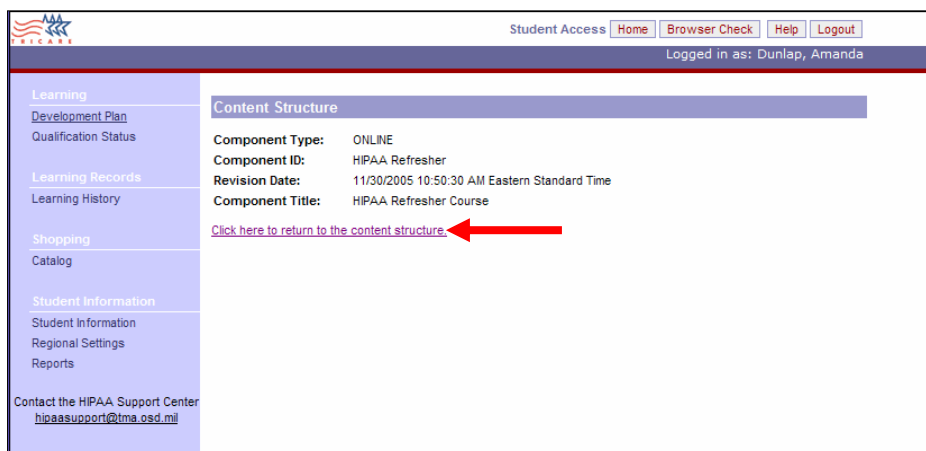
**NOTE:** If you get a message that says “SCORM API Adapter cannot be found”, please contact your local IT department and have them install Java/Microsoft Virtual Machine onto your computer.

- When you have completed the course, ensure that all sections have a checkmark and then click the exit button.



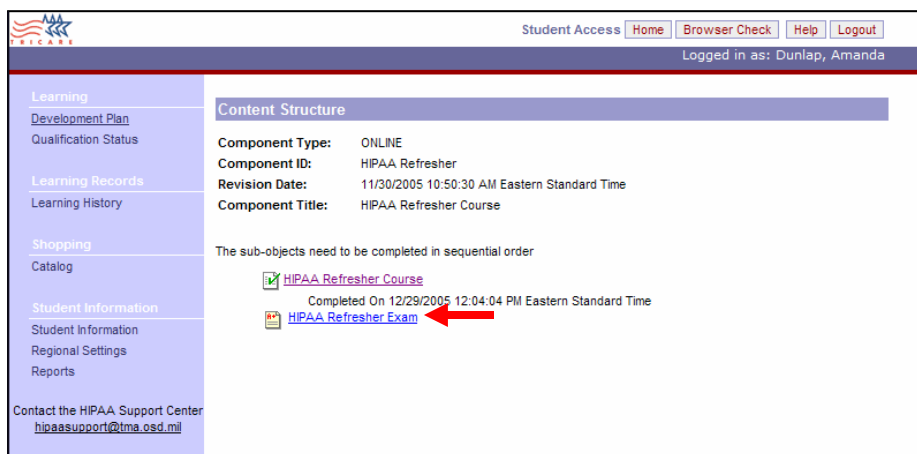
- Following completion of the course, you will be given access to the exam.

10. Select the **Click here to return to the content structure** link.



## Refresher Training Guide

11. Select the **HIPAA Refresher Exam** link, which is now activated, to begin the exam.



Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)  
Logged in as: Dunlap, Amanda

**Learning**  
Development Plan  
Qualification Status  
Learning Records  
Learning History  
Shopping  
Catalog  
Student Information  
Student Information  
Regional Settings  
Reports  
Contact the HIPAA Support Center  
[hipaasupport@tma.osd.mil](mailto:hipaasupport@tma.osd.mil)

**Content Structure**

Component Type: ONLINE  
Component ID: HIPAA Refresher  
Revision Date: 11/30/2005 10:50:30 AM Eastern Standard Time  
Component Title: HIPAA Refresher Course

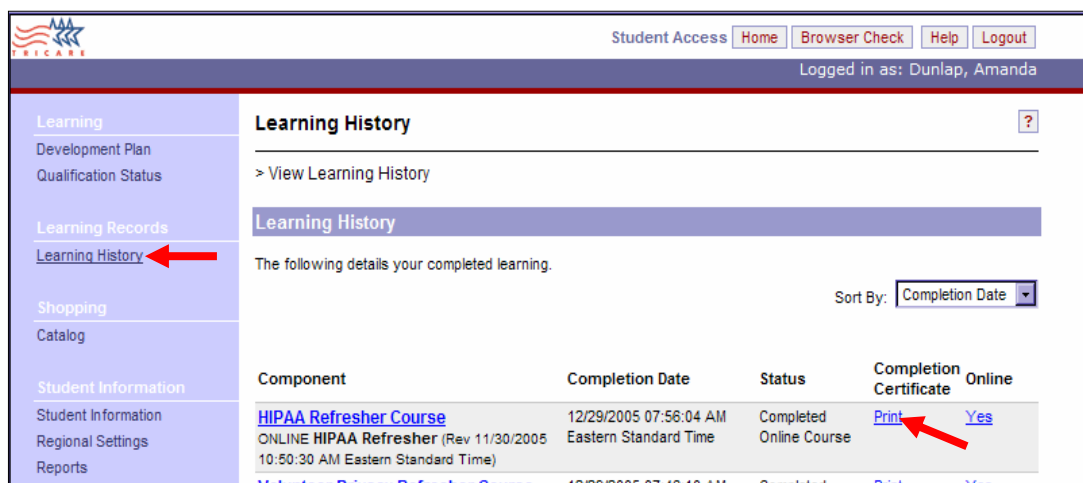
The sub-objects need to be completed in sequential order

- ☒ [HIPAA Refresher Course](#)  
Completed On 12/29/2005 12:04:04 PM Eastern Standard Time
- ☒ [HIPAA Refresher Exam](#)

**NOTE:** If the exam is not passed, the course will have to be completed again before accessing the exam again.

After passing the exam (with a score of 75% or more) your HIPAA Refresher Course will be complete and the course will be transferred from your Development Plan to your Learning History.

12. Select the Print link from the Learning History page to print your course certificate.



Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)  
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**Learning**  
Development Plan  
Qualification Status  
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Student Information  
Regional Settings  
Reports

**Learning History** ?

> View Learning History

**Learning History**

The following details your completed learning.

Sort By: [Completion Date](#)

Component	Completion Date	Status	Completion Certificate	Online
<a href="#">HIPAA Refresher Course</a>	12/29/2005 07:56:04 AM Eastern Standard Time	Completed Online Course	<a href="#">Print</a>	<a href="#">Yes</a>
ONLINE HIPAA Refresher (Rev 11/30/2005 10:50:30 AM Eastern Standard Time)				
Volunteer Driven Refresher Course	12/29/2005 07:46:10 AM	Completed	<a href="#">Print</a>	<a href="#">Yes</a>

## Refresher Training Guide

- Please use the table below as reference for registering under the correct job position.

### Job Positions for TMA

Job Position	Description
Senior Executive Staff	MTF executive leadership, Legal, Public Affairs and Marketing staffs
Provider	N/A
Ancillary Clinical	N/A
Nursing/Clinical Support	N/A
Facility Support Services	All non clinical support personnel
Business/Finance Office	Resource Management, Personnel staff and Medical Operations (Readiness, Education, Training, Security)
Administrative Support Services	Patient assistance staff
Information Management	IM/IT staff
Medical Records/Patient Administration	N/A
Volunteers	

*NOTE: If you have any problems completing your training, please contact the HIPAA Support Center at [hipaasupport@tma.osd.mil](mailto:hipaasupport@tma.osd.mil).*